



2018. On her resume, the appellant listed an additional position, Supervisor at BJ Stores, Inc., which was inapplicable. Thus, the appellant was found to be lacking two months of required experience per the substitution clause for education. On appeal, the appellant provided a narrative of her employment history with the State, and a few of her duties in various positions. In support, her Case Management Unit Director submitted a letter indicating that she believes that the appellant qualifies to take the examination. She also provided a copy of her transcript from Western Governors University. She had listed this education on her resume, but did not include any college credits. Her transcript reveals that she accrued six college credits at this University prior to the closing date.

### CONCLUSION

*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

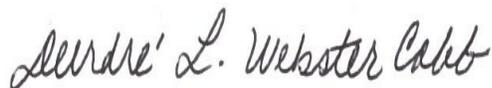
Initially, the appellant was correctly denied admittance to the subject examination since she did not indicate on her application that she met the announced requirements. Nonetheless, the appellant has sent in clarifying information regarding the possession of an additional six college credits accrued prior to the closing date, which prorates to two months of experience. The appellant included the University on her initial submission, and as such, good cause exists to accept the appellant's clarification of education and to allow her to take a make-up examination for prospective appointment. However, this remedy is limited to the facts of this situation and may not be used as precedent in any other proceeding.

### ORDER

Therefore, it is ordered that this appeal be granted, and the appellant be provided a make-up examination for prospective appointment only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 16<sup>th</sup> DAY OF JANUARY, 2019



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